

**Optum™ GeoAccess® GeoNetworks®**  
**Provider & Facility Network Accessibility Analysis**  
**RFP # 31786-00132**  
**Data Requirements & File Layouts**

The State would like to know the potential of your organization's provider network to service the accessibility needs of its members who choose to enroll in the Public Sector's Health Plan. To measure that potential, this RFP requires each Proposer to submit a GeoNetworks® Provider Network Accessibility Analysis. Each network's relative potential will be measured by 1) the number of providers in the network and practicing; and 2) the average distance to providers for all Public Sector plan members within the pool of possible enrollees.

**Data Items**

To analyze the accessibility of Proposers' provider network for the State's population, the GeoNetworks® program requires both an employee data file and a provider data file. Tennessee employee data, listed with tallies by zip code are included in a file accompanying the RFP. The file is in Microsoft Excel format, and has also been provided to GeoAccess. Your provider files must contain the following:

- Provider Name (Last Name, First Name)
- Street Address – NOTE: For Network Providers who have more than one office location, the file should contain a distinct record for each office address.
- City
- State
- Five digit Zip Code
- Specialty Code – please include the coding scheme used
- Accepting/Not Accepting Patients Practice Indicator (A=Accepting, N=Not Accepting)

**Data Format**

If you intend to have GeoAccess conduct this analysis, you must submit your data to GeoAccess in one of the following formats: dBase, Access, Text (Fixed Width or Delimited) or Excel, on 3 ½ inch diskettes, or sent electronically.

Regardless of your preferred format, you may refer analysis-specific questions to Shawn Kearn at Optum™ GeoAccess® GeoNetworks®. He can be reached at 801-982-4593; his email address is [Shawn.Kearn@Optum.com](mailto:Shawn.Kearn@Optum.com). For technical support on how to utilize the software the software team can be contacted at [support@ingenix.com](mailto:support@ingenix.com).

**Standards and Specifications**

The standards and specifications listed are to be followed by all proposers. This will enable the State to compare, on a consistent basis, the accessibility of each Proposer's provider network. It is critical that each analysis meet the following data standards and report specifications.

**A. Analysis Requirements**

1. Use the GeoNetworks managed care accessibility analysis system, version 8.5 or greater with system data 9.4 installed. If you do not have the GeoNetworks system, call Shawn Kearn at Optum, to receive a quote for them to perform the analyses for you.
2. Use the most current system data – released four times per year.

**B. Data Standards**

1. Use all employee zip codes data contained in **APPENDIX 7.2 - TN Zip Code Counts**, to analyze your network relative to the State of Tennessee member population.
2. Your Network Provider addresses should be geocoded at the address level. For any Network Provider's address that cannot be exactly geocoded, the address should be geocoded using a technique which takes into account population density, such as the Representative GeoCoding

used by GeoAccess. Placing providers at zip code centroids or randomly within zip codes is **not permissible**. Distance is to be calculated based on Estimated Driving Distance, not on an “as-the-crow-flies” distance.

3. If more than one provider is located at the same address, all providers at that address should have the same geographic coordinates.
4. Providers should be classified based on their primary specialty.
5. Analyses should include all providers in your network which are delivering services **within the Proposed specific service area only**. Include only providers currently accepting new patients.
6. Providers who are currently contracted, but will not be on January 1, 2016, shall not be included in your analysis.

**C. Report Specifications**

1. Prepare a network accessibility analysis for the entire State. The report should closely resemble the Sample Analysis contained in **APPENDIX 7.8 - Sample GeoAccess®GeoNetworks® Analysis Report** and should include:
  - a title page;
  - a table of contents,
  - a complete set of reports for EACH provider type in each location category listed below (#2), and as described in the table at the bottom of this page; and
  - a “GeoAccess®GeoNetworks® Report” which details the specifications utilized to conduct the analysis (Note: this report is not included in the Sample, but is a standard product of the analysis).
2. Conduct a separate independent analysis for urban, suburban, and rural employee access to providers, with an access standard as shown in the boxes below.

**STATEWIDE NETWORK ACCESS STANDARDS**

<b>Provider Group - Urban</b>	<b>Required Access Standard</b>
Primary Care Physicians	2 physicians within 10 miles
Obstetricians/Gynecologists	1 physician within 10 miles
Pediatricians	1 physician within 10 miles
Cardiologists	1 physician within 15 miles
Endocrinologists	1 physician within 15 miles
Acute Care Hospitals	1 facility within 20 miles
<b>Provider Group - Suburban</b>	<b>Required Access Standard</b>
Primary Care Physicians	2 physicians within 15 miles
Obstetricians/Gynecologists	1 physician within 15 miles
Pediatricians	1 physician within 15 miles
Cardiologists	2 physicians within 20 miles
Endocrinologists	2 physicians within 20 miles
Acute Care Hospitals	1 facility within 25 miles
<b>Provider Group - Rural</b>	<b>Required Access Standard</b>
Primary Care Physicians	2 physicians within 25 miles
Pediatricians	1 physician within 20 miles
Obstetricians/Gynecologists	1 physician within 20 miles
Cardiologists	1 physician within 25 miles
Acute Care Hospitals	1 facility within 30 miles

3. Analyses are to be conducted on provider groups and facilities **within the proposed specific service area only.**
4. Mileage should be calculated on an estimated driving distance basis.
5. Analyses (one each for: PCPs, Obstetricians/gynecologists, Pediatricians, Cardiologists, and Hospitals) must include the following pages (see Appendix 7.8, GeoNetworks®GeoAccess® Sample Report):

Page	Content/Display
<b>Cover</b>	Report title, Proposing organization's name, Date
<b>1</b>	<b>Accessibility Summary</b> (for employees <b><u>with desired access</u></b> ): Detail the required <i>Accessibility analysis specifications, Average Distance to a Choice of Providers for Employees with Desired Access, and Key Geographic Areas.</i>
<b>2</b>	<b>Accessibility Summary</b> (for employees <b><u>without desired access</u></b> ): Detail the required <i>Accessibility analysis specifications, Average Distance to a Choice of Providers for Employees without Desired Access, and Key Geographic Areas.</i>
<b>3</b>	<b>Access Standard Comparison</b> – include the following: <ul style="list-style-type: none"> <li>• indicate by graph the percentage of ALL employees having access to one, two, three, four, and five providers for distances up to <u>40 miles</u>, at intervals of five miles.</li> <li>• indicate by table the average distance to a choice of one, two, three, four, and five providers, for <u>ALL</u> employees.</li> </ul>
<b>4</b>	<b>Zip codes not meeting the access standard:</b> Report the accessibility detail of all employees <b><u>without desired access</u></b> at the zip code level. Sort by city and zip code, and use the columns and sub-columns as shown on the Sample page. <b>Note:</b> This report is not included with the Sample Analysis, but is a standard listing resulting from the analysis.
<b>5</b>	<b>GeoAccess®GeoNetworks® Report:</b> This is a summary page detailing, among other things, the report creation date, the software version, analysis inputs, and calculation method.

**\*NOTE: The sample report included in the RFP, and referenced above includes just one set of pages – for PCPs only. Your report analysis will include a minimum of five pages for EACH provider type in each location category: PCP, Obstetricians/Gynecologists, Pediatricians, Cardiologists, Endocrinologists, and Acute Care Hospitals.**

6. **Checks for accuracy:** Proposers are responsible for ensuring their GeoNetworks®GeoAccess® Analyses are accurate. The following items should be reviewed for accuracy:
  - a. Title Page:
    - Company name should appear on the GeoAccess® Analysis title page.
    - The date of the report should appear on the GeoAccess® Analysis title page.
  - b. Accessibility Summary – Accessibility analysis specifications:
    - Provider Groups –
      1. Total for PCPs shall include only Doctors of Internal Medicine, General Practitioners, and Family Practitioners. Pediatricians **SHOULD NOT** be included in this group.
      2. Total for Pediatricians shall NOT include Pediatric specialists.

3. Total for Cardiologists shall NOT include Pediatric Cardiologists.
  4. Total for Endocrinologists shall NOT include Pediatric Endocrinologists.
  5. Hospitals shall include only licensed free-standing, full service Acute Care Hospitals.
- Employee Group – The total number of State employees MUST MATCH EXACTLY the number contained in **Appendix 7.2 – Zip Code Counts**
  - Access Standard – The GeoNetworks Analysis report MUST MATCH EXACTLY standard required by the State (see page 2 of these instructions)